

FAUQUIER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
THIRD FLOOR - COURT AND OFFICE BUILDING
29 ASHBY STREET
WARRENTON, VIRGINIA 20186
(540) 347-8660
FAX (540) 347-2043

June 7, 2007

Dear Building Industry Member:

Effective July 1, 2007, Fauquier County has contracted with the Engineers and Surveyors Institute (ESI), for review of all new preliminary plats, final plats, major site plans, and major construction plans. Plans for projects already in the system are not affected. The intent of this change is to save review costs for both Fauquier County and the applicant. The new procedure is referred to as "pay-as-you-go." The attached letter outlines how this "pay-as-you-go" program will be implemented and provides contact information for our ESI representative should you have specific technical questions about the mechanics of the program.

We look forward to our continued working relationship. Should you have any concerns about this program or general questions about development review in the County, please feel free to contact me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read 'F. Carr', with a long horizontal stroke extending to the right.

Frederick D. Carr
Director of Community Development



ENGINEERS & SURVEYORS INSTITUTE
“A public-private partnership”
4455 BROOKFIELD CORPORATE DRIVE, SUITE 107
CHANTILLY, VIRGINIA 20151
(703) 263-2232, Fax (703) 263-0201




FAUQUIER COUNTY ESI REVIEW PROGRAM

Effective July 1, 2007, Fauquier County has contracted with the Engineers and Surveyors Institute (ESI), for review of all new preliminary plats, final plats, major site plans, and major construction plans. Plans for projects already in the system are not affected. The intent of this change is to save review costs for both Fauquier County and the applicant. The new procedure is referred to as “pay-as-you-go.” Attached is a simple application form with instructions.

The Fauquier County ESI Review (FCER) process will be conducted as follows:

1. To initiate the review, the applicant or the applicant representative, will submit one copy of the plan and documents to be reviewed, a transmittal letter clearly stating that the plan is for ESI Minimum Submission Review, all required supporting studies and computations, 1 copy of the appropriate ESI checklist, completed by the submitting engineer, a completed Fauquier County ESI Review Program Processing Application (the appropriate checklists and forms are located in the ESI web page: www.esinova.org and the Knowledge Center Library) and a check for the FCER process. The FCER fee check to be submitted (other payment methods will be made available in the next few months) is to be made out to “Fauquier County ESI Review” for \$1000.00(major construction plans and major site plans; covers both FC & FCWSA review of the plan); \$500.00(preliminary plats and final plats). This deposit must be submitted before any of the FCER can start. If review costs exceed the initial deposit, a request for an additional deposit will be made. It is believed that this will be a rare occurrence.
2. The ESI staff engineer will receive the documents at the Fauquier County Community Development Office at 29 Ashby Street, Suite 310, as normal. A FCER project number will be assigned for tracking purposes only, using the minimal information provided on the attached form. A copy of the form with the assigned project number will be returned to the designated contact after completion of the minimum submission review. Upon receipt of a FCER application and deposit check, the process begins and reviews will be scheduled.
3. Under the contract with Fauquier County for the ESI program, ESI provides a Staff Engineer to conduct a Minimum Submission Review, using established checklists for each plan type, to ensure that the plan documents are complete and reviewable by County staff. If the plan is found unacceptable, it will be returned to the applicant by transmittal for correction. For the 2nd submission leading to plan approval, the ESI Staff Engineer will conduct a Minimum Submission Review and/or Team Peer Review that is designed to ensure that all comments have been addressed. Once the plan is found acceptable, the corrected submission is eligible to be submitted for technical review.
4. The check, for the amount required above, will be deposited into an escrow account managed by the accounting firm of Thompson, Greenspon & Co., P.C. The funds will be accounted for on a project-by-project basis. Thompson, Greenspon & Co. will pay ESI for those review services (invoices approved by the County) consumed by the Engineers and Surveyors Institute to cover the Minimum Submission Review for all submissions. Once the plan has been approved or withdrawn, all remaining funds from the deposit will be returned to the applicant with a complete accounting. Applicants will only be charged for the amount of time ESI reviews the plan over all of its submissions. A \$75 processing fee will be withdrawn to cover the accounting/banking costs. Other fees for credit card usage, overnight delivery, out of sequence accounting reports and other services if requested, may apply.

For specific questions relating to this process or difficulties during the change, please call Dr. T. C. Ryan, Executive Director of ESI at (703) 263-2232 or email him at tryan@esinova.org.

		<p align="center">Combined Fauquier County ESI Review Program Application</p>	 <small>Founded 1987</small>
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The ESI Review Program applies to all Fauquier County Major Construction Plans, Major Site Plans, Preliminary Plats, Final Plats and FCWSA Utility Construction Plans & Profiles application types.

Date Submitted: _____ **Project Number**:** _____
(ESI USE ONLY)

Project Name: _____

Contact Name: _____ **Contact Email:** _____

Contact FAX: _____ **Contact Office Phone:** _____ **Contact Cell:** _____

Contact Organization and Address: _____

**** All future transmittals shall use this number**

Method of Payment: \$1000.00 (Major Construction and Site Plans); \$500.00 (Preliminary Plats, Final Plats) paid by check # _____ drawn on _____ bank.
Refund Checks shall be made out to: _____

Instructions: Both Fauquier County and FCWSA have contracted with the Engineers and Surveyors Institute to provide a Minimum Submission Review and Team Peer Review for all Major Construction Plans, Major Site Plans, Preliminary Plat, Final Plat and associated FCWSA Utility Construction Plan and Profile applications. The information requested above is used only to track the plan and insure that the applicant's deposit is properly applied to this project. **Please fill out all information requested above!** A copy of this form with the project number will be returned to you within three working days.

Receipt of the deposit (check made out to Fauquier ESI Review) is required before the review can begin. Once the plan is approved or withdrawn, the unused portion of the deposit will be returned to the contact organization listed above with an accounting of all expenditures.

Agreement: The purpose of the Fauquier County and FCWSA ESI review program is to improve the quality of the plans being submitted, shorten the review times for review staff, reduce the amount of review required and achieve a more predictable process of plan approval. The applicant or applicant representative indicated above, by signature below, (1) permits the firm of Thompson, Greenspon and Company PC to deduct approved charges by ESI for conducting the reviews under this program and their services, (2) agrees to provide additional deposits if so required, and (3) understands that the unused portion of the deposit will be returned only upon official withdrawal of the plan from the process or approval of the plan. The deposit is subject to a processing fee of \$75. Other fees may be applicable for services such as courier or overnight delivery, additional reports, credit card usage, etc. that might be requested.

 Signature of Applicant or Applicant's Representative

 Date